

Personnel

Employment
Regulations

Acting Positions

ACTING POSITIONS:

- .01 “Acting” assignments are intended to be temporary solutions for ensuring that supervisory or management duties are fulfilled in the absence of an incumbent or permanent supervisor or manager.
- .02 Laboratory management may assign an employee to an acting supervisor or management position when the incumbent is temporarily absent or when the supervisor or management position is vacant. The employee in the acting position has all the pertinent authorities of the position.

Note: Deputies have full authority in the absence of a manager.

**ABSENCES OF FEWER
THAN 30 DAYS:**

- .03 For temporary or unexpected absences of fewer than 30 calendar days, the manager or supervisor appoints an employee to an acting position by issuing an appointment memorandum.

Note: To designate an acting authority for nonpersonnel actions such as procurement, managers must also use the Signature Authorities System (SAS) on Labwide Systems. See [AM 601](#).

**VACANT POSITIONS OR
ABSENCES OF 30+ DAYS:**

- .04 Acting appointments should not exceed the following limits:

Supervisor/Manager Level	Maximum Acting Period
Team Leader, Group Leader, or equivalents	120 calendar days
Deputy Division Leader and above	180 calendar days

- .05 Extensions of the acting period beyond those specified above must be approved by the appropriate Associate Director.
- .06 If it becomes necessary to extend a temporary acting position to 30-calendar days or more, the

Acting Positions

time already served will be counted as part of the total duration of the appointment.

Selection and Approvals:

- .07 Acting appointments must be approved in advance. The selecting manager's immediate supervisor must approve the selection for the acting position. For example, a Division Leader must approve the selection of a Team Leader in an acting appointment. The only exceptions are acting appointments made by the Laboratory Director.

SALARY ACTIONS FOR ACTING POSITIONS:

- .08 Managers may give appointees to acting positions of 30 calendar days or more a temporary increase in salary. The temporary increase cannot exceed 15 percent of the appointee's annual base salary.

Note: Temporary increases that result in a salary above the Regental threshold require Regental approval. The Compensation Group in the Human Resources Division is responsible for preparing salary packages for Regental approval.

- .09 The temporary increase is generally awarded for the length of time the appointee holds the position, but may not exceed one year. The increase is effective from the first day of the assignment to either: 1) the last day of the assignment; or 2) the end of a 365-day period, whichever period ends first.

POINTS OF CONTACT:

- .10 Contact the local Human Resources representative or the Compensation Group in Human Resources Division for more information about this policy.